

Modify Address and Email Information in ECF

Log into ECF, Click the **Utilities** link on the blue bar, Click **Maintain Your Account**.

You will see the following screen. You can modify your Address information on this screen. Please enter all information in Upper Case letters. **Ensure that you click the Submit button to save all changes, including those on the Email Information screen.**

The screenshot shows the ECF 'Maintain Your Account' page. The header bar is blue with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the header, a blue instruction bar reads: 'Please enter all name and address information in all UPPER CASE LETTERS.' The form contains the following fields:

- Last name: LES-ATTY
- First name: (empty)
- Middle name: (empty)
- Generation: (empty)
- Gender: (dropdown menu)
- ATY Type: All (dropdown menu)
- Title: IT
- Bar number: (empty)
- Type aty: (empty)
- Prisoner id: (empty)
- Office: ROOSTER & FOX
- Unit: (empty)
- Address 1: 50 EASTERN ROAD
- Address 2: (empty)
- Address 3: (empty)
- City: TRENTON
- State: NJ
- Zip: 08608
- Country: (empty)
- County: (dropdown menu)
- Phone: 609-999-1111
- Fax: 609-999-2222

Below the form is a yellow button labeled 'Email information...' and two buttons labeled 'Submit' and 'Clear'.

Click on the **Email Information** button to modify email notification information.

The screenshot shows the 'Email Information for LES-ATTY' page. The header bar is blue with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the header, a blue instruction bar reads: 'Email Information for LES-ATTY'. The form contains the following fields:

- Primary E-mail Address: atty@atty.com
- Format: HTML (dropdown menu)
- Delivery Method: Individual NEF (dropdown menu)
- In All Active My Cases: Yes
- Additional Options: Hide Options (dropdown menu)

Below the form are three buttons: 'Add Additional E-mail Address', 'Return to Person Information Screen', and 'Clear'.

On this screen you may modify your Primary Email address. You must have a Primary Email address to continue with any other operations. You may select Additional Cases on the **Additional Options** drop down menu and enter other cases you would like to be notified on. If you choose to view the document on these additional case notifications, you will be charged the PACER fee since you are not the attorney of record.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Email Information for LES-ATTY

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
atty@atty.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Add **Additional Cases to Receive NEFs**

2:06-cv-00345-FSH-PS - OVIL et al v. INSURANCE COMPANY OF THE STATE OF PENNSYLVANIA et al

Enter case number and click

Secondary E-mail Addresses

Secondary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
atty2@atty.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

To add secondary email addresses, Click on the **Add Additional Email Addresses** button, you will be able to add multiple addresses to receive notifications on your cases. You may select if this additional email address receives electronic noticing for all of your cases by checking the box for “In all My Cases” or you may select specific cases.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Email Information for LES-ATTY

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
atty@atty.com	HTML	Individual NEF	Yes	Yes	Hide Options

Secondary E-mail Addresses

Secondary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
atty2@atty.com	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

To specify what case notifications your secondary Email address will receive, click on the **Additional Options** drop down menu (next to secondary), select “Specific or Additional Cases”. Enter other case numbers you would like this email address to receive notification on. The receiver will be charged PACER fees to view the documents that you are not listed as attorney of record.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Email Information for admin

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
ls@njdc.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	Yes	Hide Options

Secondary E-mail Addresses

Secondary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
njdc-ls@njdc.uscourts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific or Additional Cases

Add **Specific or Additional Cases to Receive NEFs**

3:06-cv-00987-JAP-TJB - THE PAUL REVERE LIFE INSURANCE COMPANY v. LUKA

Enter case number and click

Ensure you click **Return to Person Information Screen** and then the **Submit** button to save any changes.